

Retention and Classification Report

Agency: Dixie State University (Utah) (280)

Administration/Dixie College
225 South 700 East
St. George, UT 84770
435-652-7718

Records Officer Janie Little

02882	Catalogs
02883	Deed to Dixie College
81534	Financial records
81472	St. George State Board of Education/Board of Higher Education
18980	Student newspapers
81471	Student records
18979	Yearbooks

AGENCY: Dixie State University (Utah)

SERIES: 2882

3

TITLE: Catalogs

DATES: i 1911-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are catalogs of classes offered at the college.

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/16/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until reviewed and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Dixie State University (Utah)

SERIES: 2883

3

TITLE: Deed to Dixie College

DATES: 1933

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a copy of property deeded to Dixie College.

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until reviewed and then transfer to Dixie College.

AGENCY: Dixie State University (Utah)

SERIES: 81534

3

TITLE: Financial records

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains financial records from the Dixie College Controller's office. Some of the records in this series are miscellaneous payroll registers by month. The registers show total pay, FICA, and other deduction totals. This series also contains bookstore revenue and expense ledgers.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 06/09/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Archives for 3 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Dixie State University (Utah)

SERIES: 81472 3

TITLE: St. George State Board of Education/Board of Higher Education Minutes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION:

Retain Until microfilmed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/16/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Dixie State University (Utah)

SERIES: 81472

TITLE: St. George State Board of Education/Board of Higher Education Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Dixie State University (Utah)

SERIES: 18980

3

TITLE: Student newspapers

DATES: 1916-21

ARRANGEMENT:

DESCRIPTION:

This series contains student newspapers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center until reviewed and transfer to Dixie College.

AGENCY: Dixie State University (Utah)

SERIES: 81471

3

TITLE: Student records

DATES: 1911-

ARRANGEMENT: Chronological thereunder alphabetical

DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as a transcript.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Dixie State University (Utah)

SERIES: 81471

TITLE: Student records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Dixie State University (Utah)

SERIES: 18979

3

TITLE: Yearbooks

DATES: 1913-

ARRANGEMENT:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public